

TEAL ROLLOUT FOR UNIQUE ID – TSDS UNIQUE IDENTIFIER FOR STUDENTS AND STAFF

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Agenda

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- TEAL Process for Unique ID Users
- Tips / Troubleshooting
- Initial User Group – Discussion
- Support
- Rollout Schedule for TEAL Requests



TEAL Process for Unique ID Users

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1. User requests TEAL account. System sets up account automatically (but deletes later if no application is requested).
2. User logs on to new account, requests access to TSDS Portal, and selects correct Unique ID role.
3. Organization Approver (Superintendent, ESC Director, or designated alternate) approves access.
4. TEA SEDS Approver approves access.



TEAL Approvers (LEAs, ESCs)

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- **Primary Organization Approver** – Superintendent, ESC Director, Charter School Director
- **Alternate Organization Approver** – same rights as Primary Approver (requires board approval)
- **Limited Organization Approver** – approve requests for specific applications only, such as TSDS Portal

1. Log in to TEAL, click **Edit My Profile**, scroll down and click **Manage Approver Status**.

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User and Access Management

Applications **Edit My Profile** ✖

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile**
- Link TEASE Accounts

Administration

- Manage Others' Accounts

First Name:

Middle Name:

Last Name:

Suffix: Generational, Academic, Professional (Jr, PhD, CPA)

Email Address: All notifications will be sent to this address.

Verify Email:

Birth Month: The month of birth (1-12)

Birth Day: The day of the month of birth (1-31)

Organization Type: The user's organization type.

Job Title:

Phone Number: May include area codes and extensions

Street Address:

City:

Country:

State:

Zip or Postal Code:

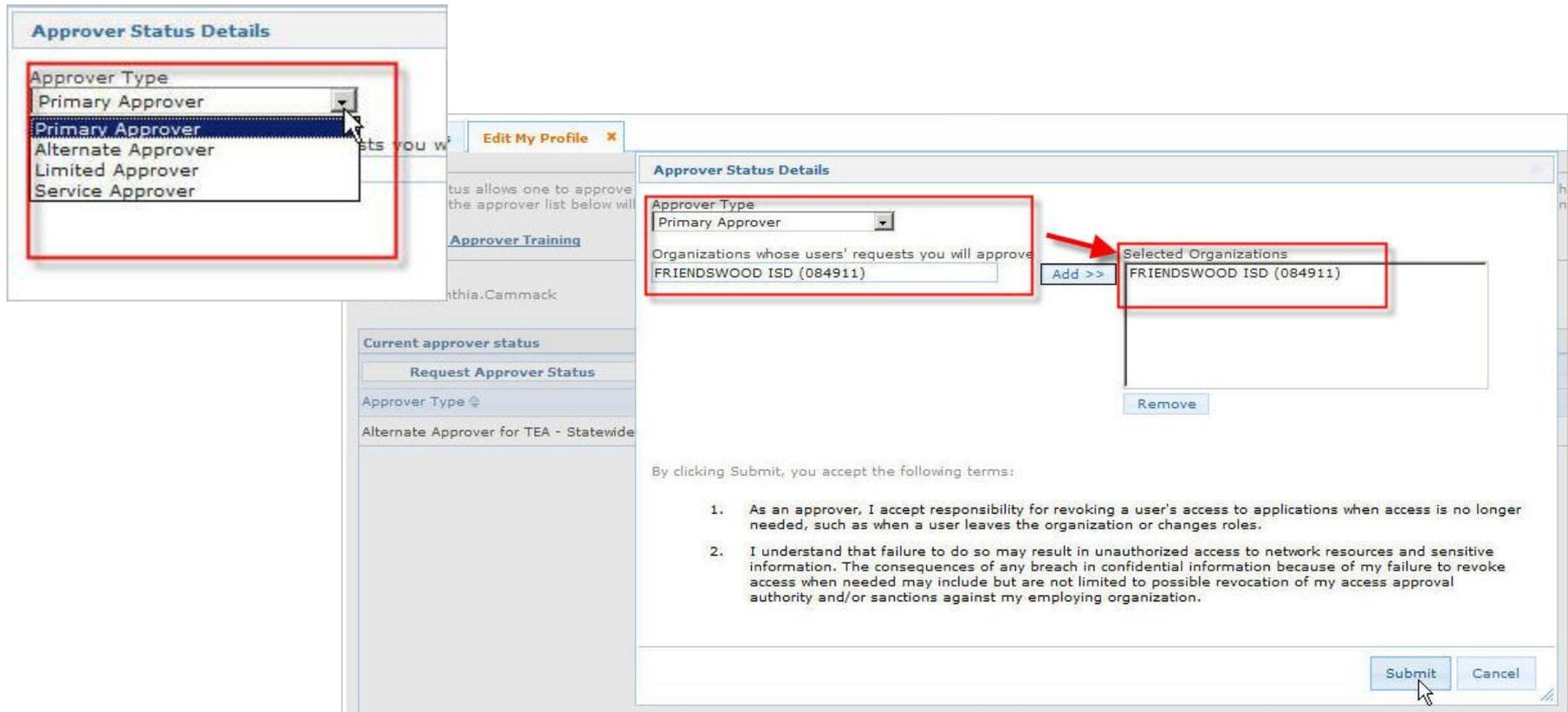
Manage Approver Status

Submit

- Take the Approver training that is accessed from within TEAL or at <https://pryor.tea.state.tx.us/ApproverTraining/>



3. Select the appropriate type of Approver role.



The screenshot displays the 'Approver Status Details' form. On the left, a dropdown menu for 'Approver Type' is open, showing options: Primary Approver, Alternate Approver, Limited Approver, and Service Approver. The 'Primary Approver' option is selected. In the main form, the 'Approver Type' is set to 'Primary Approver'. Below it, the 'Organizations whose users' requests you will approve' field contains 'FRIENDSWOOD ISD (084911)'. An 'Add >>' button is next to this field, and a red arrow points to the 'Selected Organizations' list, which also contains 'FRIENDSWOOD ISD (084911)'. A 'Remove' button is located below the list. At the bottom of the form, there is a 'Submit' button and a 'Cancel' button. A mouse cursor is hovering over the 'Submit' button.

By clicking Submit, you accept the following terms:

1. As an approver, I accept responsibility for revoking a user's access to applications when access is no longer needed, such as when a user leaves the organization or changes roles.
2. I understand that failure to do so may result in unauthorized access to network resources and sensitive information. The consequences of any breach in confidential information because of my failure to revoke access when needed may include but are not limited to possible revocation of my access approval authority and/or sanctions against my employing organization.



Unique ID Roles

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What roles are appropriate/available for Unique ID?

- **System Configurator/System Administrator** - for TEA technical and support staff only
- **Uniq-ID LEA** - can search and update person data
- **Uniq-ID Campus** - can search and update person data for campus only
- **Uniq-ID Search** - can search and view only all Unique IDs in the state database



Change to Unique ID Search Role

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- Former LEA and Campus Search roles being **combined** into one Unique ID Search role
- Simpler approval process for users that do tasks for more than one district/charter school (will not require multiple organization approvals)

Procedure varies slightly, depending on user's current access:

- Needs TEAL account (has no TEASE account)
- Has TEAL account, just needs access to Unique ID
- Needs TEAL account and also works with TEASE applications (will link accounts within TEAL)



Go to <https://pryor.tea.state.tx.us/> and click **Request New User Account**.



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TEA Login (TEAL)

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password: [Show Password](#)

[Login](#)

To log in, type your username and password and then click "Login". Please refer to the [help documentation](#) for more information.

[Online User Training](#)

[Forgot your password?](#)
[Forgot your username?](#)

WARNING: Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

After the request is completed and submitted:

- The system creates the account automatically. (If the user does not log on and apply for application access within 14 days, a warning email is sent regarding cancellation.)
- The user can log on and proceed to apply for access to TSDS Portal with the correct Unique ID role.
- If the access request is not approved within 7 days, an email is sent to the user warning of cancellation. (Each level of Approver has 7 days to approve.)

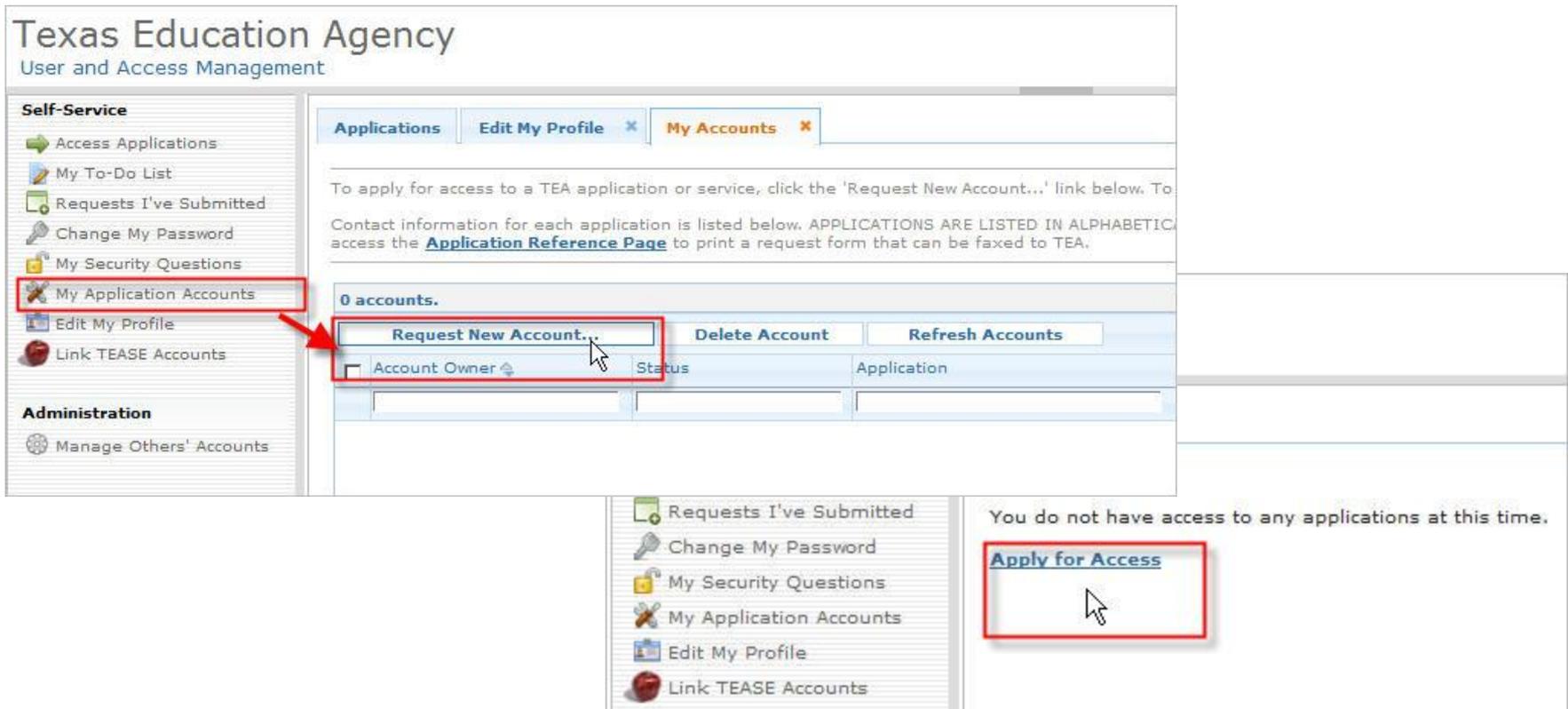
1. Log on at <https://pryor.tea.state.tx.us/>.



[Forgot your password?](#)
[Forgot your username?](#)

WARNING: Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

2. Click **Apply for Access**, *or* select **My Application Accounts** and click **Request New Account**.



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Self-Service

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Administration

- Manage Others' Accounts

Applications | Edit My Profile x | **My Accounts** x

To apply for access to a TEA application or service, click the 'Request New Account...' link below. To contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETIC order. To access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

0 accounts.

Request New Account... | Delete Account | Refresh Accounts

<input type="checkbox"/>	Account Owner	Status	Application

Requests I've Submitted

- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

You do not have access to any applications at this time.

Apply for Access

3. Scroll down the Application List and double-click **TSDS Texas Student Data Systems**. (At this level, there is no reference to Unique ID.)

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User and Access Management

Welcome, Cynthia Cammack [Logout](#)

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
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- Edit My Profile
- Link TEASE Accounts

Applications **My Accounts** ✕

To apply for access to a TEA application or service, click the 'Request New Account...' link below. To edit the details of an existing account, click on the Account Owner name.

Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED. If the app access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

0 accounts. **Request New Account**

Account Owner State

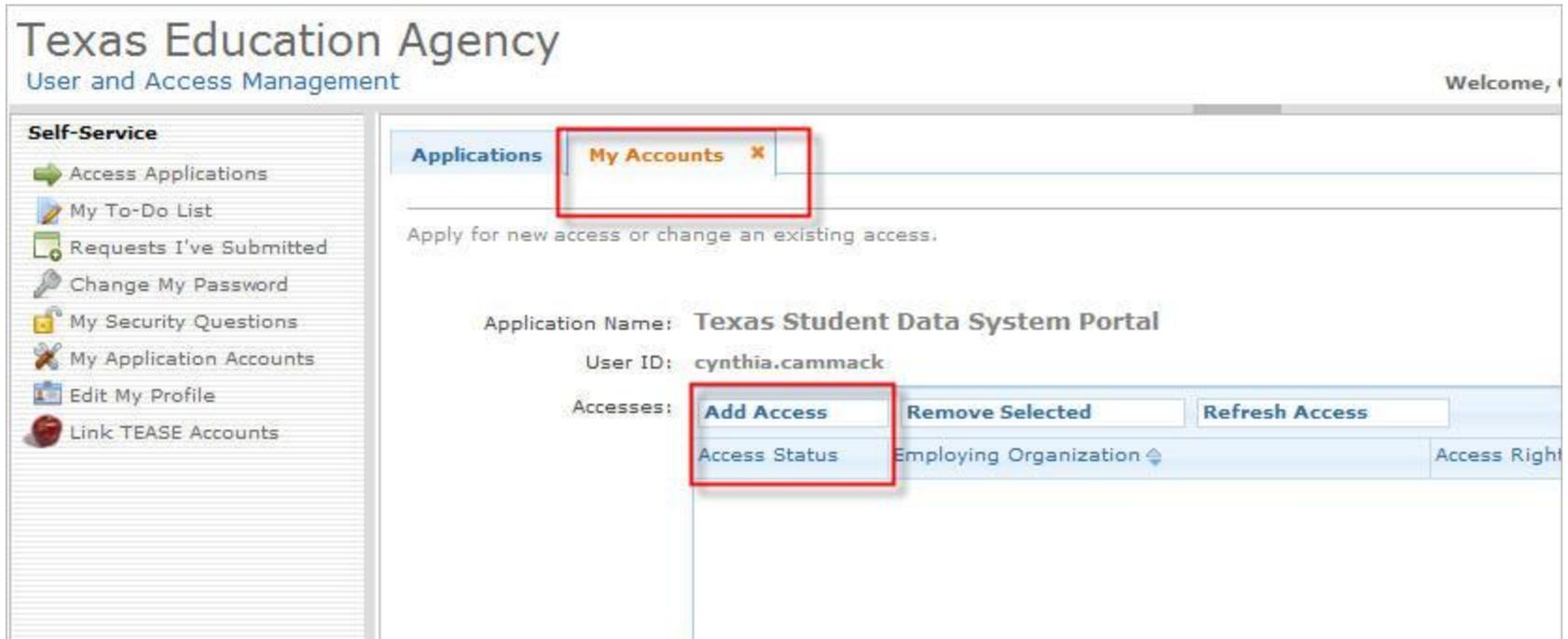
Select the application for which you are requesting access:

Application ID	Application Name	Contact	Details
BAT	Budget Analysis Tool	Division of Budget and Planning (512-463-6346)	
BPD	Business Partner Directory Administration		
CREDITS	CREDITS		
CSSF	Charter School - School FIRST	Division of Financial Audits (512-463-9095)	
CSTS	Charter Schools Tracking System	Division of Charter School Administration (512-463-9575)	
TE	Time and Effort Reporting	Rachid Ighiouer (512-936-7198)	
TREx	Texas Records Exchange	Texas Records Exchange (512-463-7246)	
TSDSPortal	Texas Student Data System Portal		
Waivers	Waivers	Ronald Rowell (512-463-9290)	

Double-click TSDSPortal

[Go To Account Details Form](#)

4. On the My Accounts tab, click **Add Access**.



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User and Access Management

Welcome, [User Name]

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
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- Edit My Profile
- Link TEASE Accounts

Applications | **My Accounts** ✕

Apply for new access or change an existing access.

Application Name: **Texas Student Data System Portal**
 User ID: **cynthia.cammack**

Accesses:

Add Access | Remove Selected | Refresh Access

Access Status	Employing Organization	Access Right

5. Enter the **Employing Organization** at the top of the form.

The screenshot displays the 'Application access details' form. The 'Employing Organization' field is highlighted with a red box and contains the text 'FRIENDSWOOD ISD (084911)'. Below this field is the 'Roles & Parameters' section, which includes several roles with checkboxes: System Configurator, System Support, Uniq-ID Campus, Uniq-ID LEA (selected with a double-headed arrow), and Uniq-ID Search.

Applications | My Accounts ✕

Application access details

Apply for new access or change an existing access

Application Name: Texa

User ID: cynth

Accesses: Add

Access

Awaiti

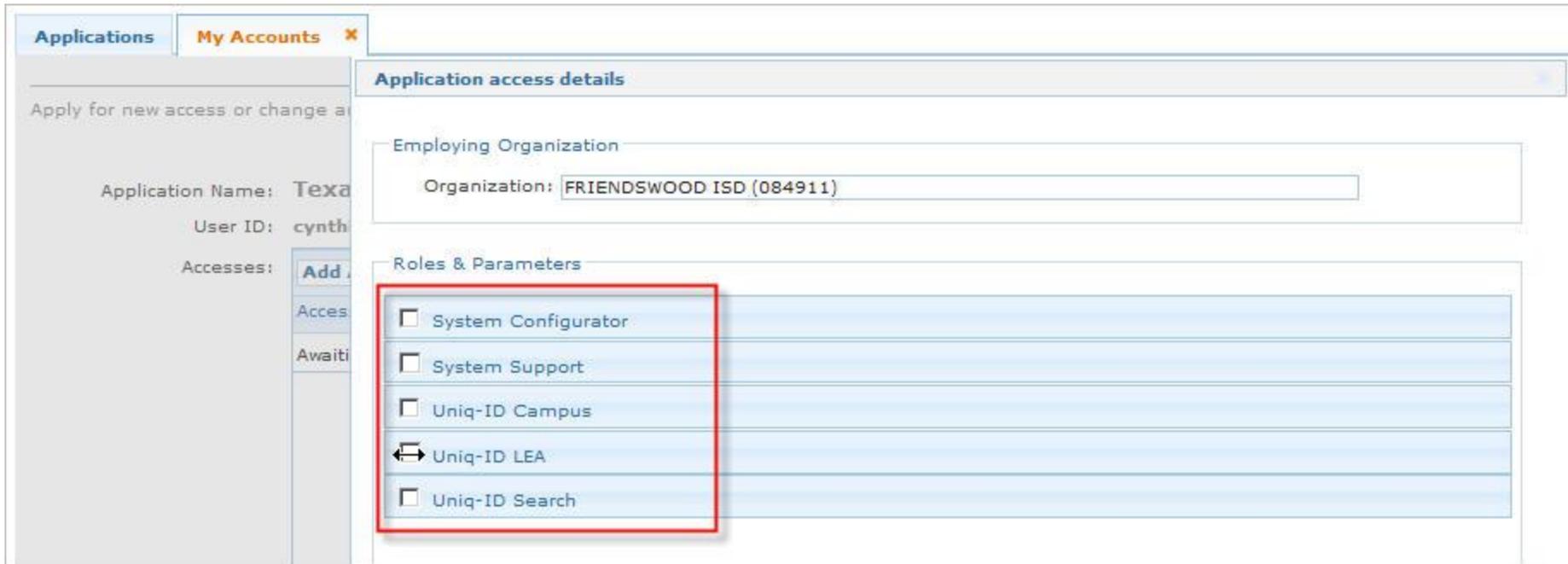
Employing Organization

Organization: FRIENDSWOOD ISD (084911)

Roles & Parameters

- System Configurator
- System Support
- Uniq-ID Campus
- Uniq-ID LEA
- Uniq-ID Search

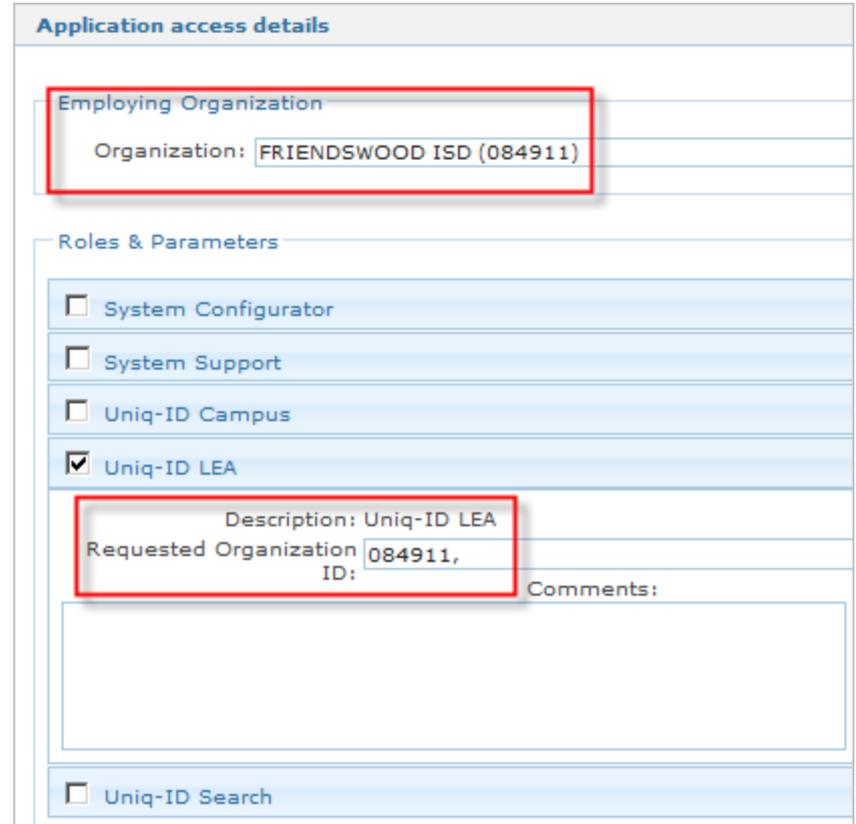
6. Select the role.



The screenshot shows the 'My Accounts' interface with the following details:

- Application Name:** Texas
- User ID:** cynth
- Employing Organization:** FRIENDSWOOD ISD (084911)
- Roles & Parameters:**
 - System Configurator
 - System Support
 - Uniq-ID Campus
 - Uniq-ID LEA
 - Uniq-ID Search

- 7. If the role permits updates to data, you'll also need to enter **Requested Organization** (usually the same as Employing Organization; may be different if person is entering data for another organization; may enter more than one).



The screenshot shows a web form titled "Application access details". It is divided into two main sections:

- Employing Organization:** A text field containing "Organization: FRIENDSWOOD ISD (084911)".
- Roles & Parameters:** A list of roles with checkboxes:
 - System Configurator
 - System Support
 - Uniq-ID Campus
 - Uniq-ID LEA

Below the roles, there is a sub-section for the selected role (Uniq-ID LEA) with the following fields:

- Description: Uniq-ID LEA
- Requested Organization ID: 084911,
- Comments: (empty text area)

At the bottom of the form, there is another checkbox: Uniq-ID Search.



For Users Who Have TEAL Accounts (7)

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- TEAL separates requests and routes to all organizations entered. Approvers receive notifications and can log on to review.
- Each request is routed to TEA if/after approved at the organization level.

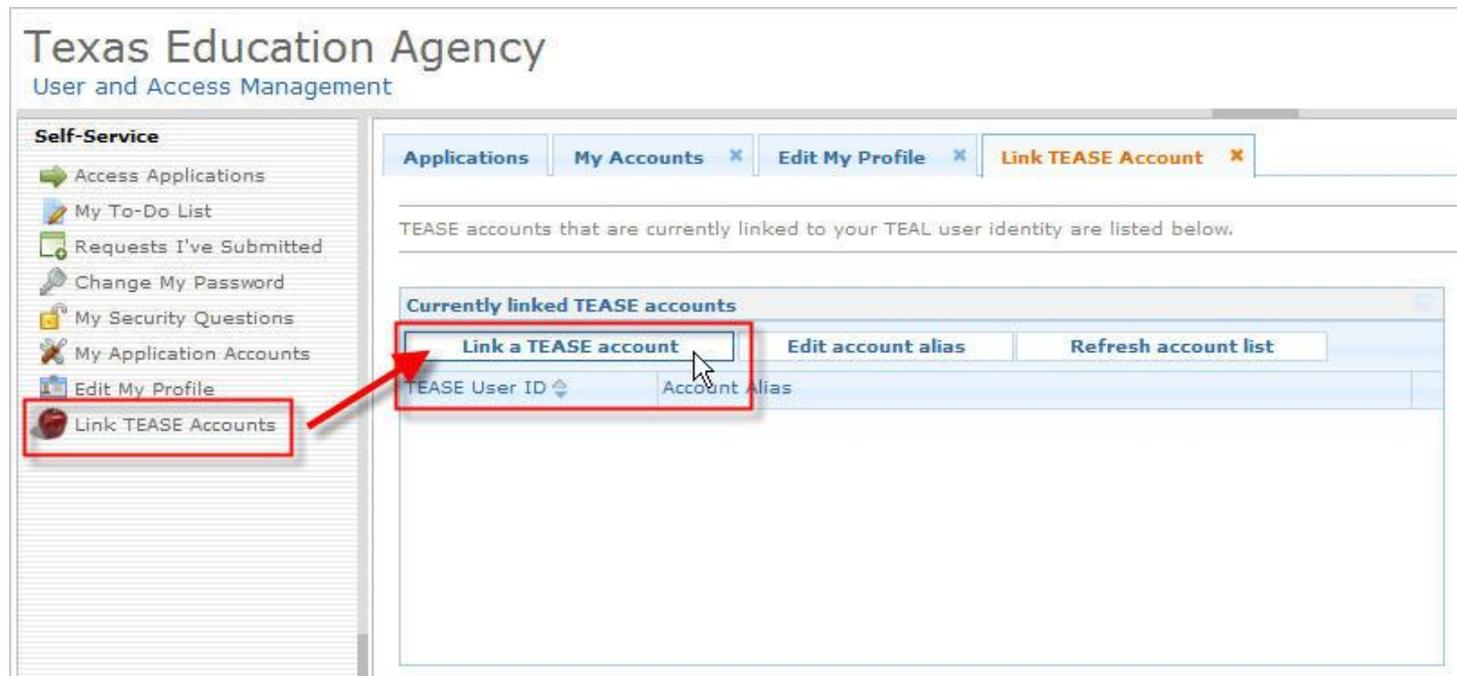


For Users Who Need to Link TEASE Accounts (1)

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- If a Unique ID user works with TEASE applications, the accounts will eventually need to be linked.
- Process only works if TEASE account is active and has a valid password. (Log on to TEASE to verify.)

The user logs on to TEAL, clicks **Link TEASE Accounts**, and follows steps.



TEAL screens can be confusing -

- Scrolling to find fields, links
- TSDS Portal – no Unique ID label at top level
- Add Account vs. Add Access
- Employing Organization vs. Requesting Organization
- Approval routing

To minimize future help calls and frustration for users,
make this part of your training and support process.

- Provide access to TEA materials
- Help Approvers get signed up (including alternates and limited organization approvers)
- Ask Approvers to review the Approver training online in TEAL.



Rollout for TEAL Requests

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- 1 265 LEAs - over 8,000 schools
- Need staggered TEAL rollout to avoid technical challenges
- Recommend making TEAL requests during Unique ID training sessions



Initial User Groups – Discussion

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Who will perform these tasks in districts, charter schools, ESCs?

- Initial assignment of Unique ID
- Ongoing maintenance with batch and individual search functions
- Ongoing maintenance when SIS web services are available



Timeline Overview

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- **February – March, 2013**- ESCs train LEA staff; Letter to Administrator sent by TEA.
- **March 11, 2013** – TEA creates Unique ID database.
 - ▣ PID and PET updates through EDIT+ are no longer available
 - ▣ PET Files cannot be submitted March 11 – 25, 2013
- **March 25, 2013** – TSDS Unique ID System in production (except for web services)
 - ▣ Unique IDs are made available to LEAs.
 - ▣ Demographic updates will be made through the TSDS Unique ID system.
- **April 8, 2013** - LEAs have Unique IDs populated in their student/staff source systems and can submit that information through EDIT+.
- **June 1, 2013** - LEA access to TSDS Unique ID Web Service Interface.



Resources for Training

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- ❑ This presentation and document guide to applying for access
- ❑ TEAL log-in page: <https://pryor.tea.state.tx.us/>
- ❑ TEAL online training:
<https://pryor.tea.state.tx.us/EndUserTraining/>
- ❑ TEAL online help:
<https://pryor.tea.state.tx.us/WebHelp/IAM.htm>
- ❑ TEAL online Approver training:
<https://pryor.tea.state.tx.us/ApproverTraining/>



Questions about Training

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For additional questions or clarification about Unique ID training, please contact us at –

TSDS_Training@tea.state.tx.us

